



LIBRARY OF VIRGINIA

FINANCIAL ANALYST

Financial Services Specialist II; Pay Band 5

Position #00097

Salary Range: \$85,000-\$104,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia is seeking a Financial Analyst to work in the Finance Services unit of the Finance and Administrative Services Division. The incumbent in this position will oversee comprehensive grants, payroll, and accounts receivable program in accordance with state and federal regulations. Provides agency support with accounting/financial reporting activities. The selected candidate must be able to demonstrate a high-level of attention-to-detail and should have the ability to adhere to deadlines and ensure timely delivery of services during peak times.

The Library of Virginia is a diverse and complex educational institution of the Commonwealth where accountability is highly monitored by outside agencies and constituencies and the consequences of inaccurate data may result in adverse effect to affected localities in statewide programs as well as to the Library and may become matters of public knowledge.

This position is eligible for limited telework opportunities, not to exceed two days per week, after the first six months of employment or end of probationary period, if applicable.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 35% - Manages Personnel Activity Reporting & State Aid
- 25% - Manages Payroll
- 10% - Performs Financial Activities
- 10% - Manage Billing and Accounts Receivable Program
- 10% - Manages SPCC Card
- 10% - Provides Financial Assistance & Training

REQUIRED QUALIFICATIONS

- Comprehensive knowledge of grants, payroll, accounts receivable, and general accounting processes;
- Comprehensive knowledge of Cardinal & Cardinal HCM;
- Comprehensive knowledge of governmental accounting and GAAP;

- Considerable knowledge of the Commonwealth Accounting Policies and Procedures (CAPP) Manual and some knowledge of the Appropriations Act;
- Ability to analyze and interpret financial data;
- Ability to effectively train staff;
- Ability to respond to inquiries in a timely manner;
- Ability to meet deadlines and manage multiple priorities;
- Strong personal computer skills, including word processing, spreadsheets, database, e-mail and internet search engines and web-based systems and applications.
- Strong interpersonal skills and ability to participate and contribute in a team environment; and
- Knowledge of the Department of Account's Cardinal and HCM systems highly preferred.

PREFERRED QUALIFICATIONS

- Four-year degree in accounting or related field preferred or extensive experience in governmental accounting using automated systems.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Financial Analyst - Richmond, Virginia, United States](#) for position #00097. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov.

An EEO/AA/ADA Employer

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.